

## **Appendix A - Format for Request to Fill a High Grade Position**

A.1 Requests to fill new positions, backfill vacant positions, convert temporary promotions to permanent promotions, create a career ladder position with promotion to the GS-14 or GS-15 level, or reorganization or significant redescription of the duties and responsibilities of an existing high grade position shall contain the information listed below:

A.1.1 Organizational title (Example: Project XYZ Chief Engineer)

A.1.2 Position title, series and proposed grade (Example: AST, Aerospace Flight Systems, GS-861-15)

A.1.3 Type of request (Example: backfill vacant position)

A.1.4 Ratio of positions within the organization at the proposed grade to the number of total employees within the organization (Example: There are currently 5 GS-14s in this organization out of 12 total employees.)

A.1.5 What new missions or functions have been assigned to the organization that support the establishment, (or redescription) of this position?

A.1.6 Has a review of other positions within the organizational unit determined that the new duties described above cannot be assigned to an existing position?

A.1.7 Is funding available to cover increased expenses associated with filling this position?

A.1.8 What possible impact would occur if this request is denied?

A.1.9 Is this position a deputy position? (If “yes” go to Paragraph A.2)

A.1.10 Is the person occupying this position on a temporary promotion that is to be converted to a permanent promotion? (If “yes” go to Paragraph A.3)

A.1.11 Include a copy of the proposed position description.

A.2 For deputy positions, assistant positions and “assistant to” positions provide the information indicated below:

A.2.1 What is the specific nature of the authority shared (signatory, administrative, technical, etc.)?

A.2.2 What percentage of time is the deputy/assistant expected to act as organizational head in the absence of the organizational head?

A.2.3 What limitations, if any have been placed on the deputy's/assistant's authority?

A.3 For temporary positions being converted to permanent positions provide the following information:

A.3.1 On what date was the temporary position established?

A.3.2 What was the reason for establishing the position as a temporary position?

A.3.3 What conditions have changed, or what events have occurred that now require the position to be filled on a permanent basis?

A.3.4 Estimate of the amount of time the position needs to continue to be filled at the GS-14 or GS-15 level.